



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Joanne Gannon,
Secretarial Assistant 3 (Non-
Stenographic), (PS1568N),
Department of Labor and Workforce
Development

Examination Appeal

CSC Docket No. 2021-836

ISSUED: MARCH 5, 2021 (RE)

Joanne Gannon appeals the decision of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Secretarial Assistant 3 (Non-Stenographic),¹ (PS1568N), Department of Labor and Workforce Development.

The subject promotional examination announcement was issued with a closing date of January 21, 2020 and was open to employees in the competitive division who were serving in the titles Principal Clerk Transcriber or Principal Clerk Typist and had an aggregate of one year of continuous permanent service as of the closing date **or** to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and possessed three years of experience in secretarial and administrative clerical work. Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for one year of the required experience. The appellant was found to be below the minimum requirements in experience. Three candidates have been admitted to the examination which has not yet been held.

The appellant indicated that she had attended some training programs, however, it was not clear that these programs had a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science. She listed

¹ Currently Secretarial Assistant 1 (Non-Stenographic).

experience in the following positions on her application: Secretarial Assistant 3 (Non-Stenographic); Senior Clerk Typist; Clerk Typist; Customer Service Representative with OraPharma; Administration/Customer Service/Purchasing with Raymour and Flanigan; Administrative Assistant with GE Healthcare; and “various clerical, supervisory and management” positions with Hoke Incorporated. The appellant was credited with one year of experience in her provisional position, and she was found to be lacking two years of qualifying experience.

On appeal, the appellant provides her resume, and a copy of Agency Services’ determination, dated August 18, 2019, that a classification review of her position indicated that it was properly classified as Secretarial Assistant 3 (Non-Stenographic), effective February 16, 2019. She also provides a copy of proof of training. Specifically, she submits an official transcript from The Berkeley School which indicates that in 1976 she took 14 classes and completed an Executive Secretarial Program in nine months.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 states that applicants for promotional examinations must meet all requirements by the announced closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

The appellant was denied admittance to the subject examination since she lacked at least three years of experience in secretarial *and* administrative clerical work. In order for experience to be acceptable, it must mirror the experience required in the examination announcement. In addition, it must have as its **primary** focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). In this case, acceptable experience involves both secretarial work and administrative clerical work.

The appellant clearly is performing applicable duties in her provisional position as evidenced by the classification review of her position. The appellant indicated that she was working out-of-title performing Secretarial Assistant 3 (Non-Stenographic) duties while in her position as a Senior Clerk Typist from August 2015 to January 2019. However, as there three admitted candidates, there is no basis to accept out-of-title work. Further, while her remaining experience had some administrative clerical work, *secretarial* duties were not included in those positions. In sum, the appellant lacks two years of required experience. Even if her training from The Berkeley School were to be accepted, the appellant would still lack one year of required experience as of the closing date.

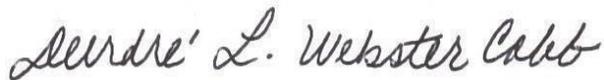
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 3RD DAY OF MARCH, 2021



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